

1 FAM 200

INTERNAL FUNCTIONAL BUREAUS

1 FAM 210

BUREAU OF ADMINISTRATION (A)

(TL:ORG-98; 02-02-2001)

1 FAM 211 SCOPE AND AUTHORITY

1 FAM 211.1 Policy

(TL:ORG-62; 01-31-1995)

It is the policy of the Department of State to provide for a uniform handling of administrative programs and responsibilities.

1 FAM 211.2 Assistant Secretary Responsibilities

(TL:ORG-83; 01-17-2000)

- a. Reports directly to the Under Secretary for Management (M). Under the overall direction of the Under Secretary for Management, directs the Bureau of Administration (A).
- b. Establishes program priorities, oversees the preparation of budget estimates for the Bureau, and supervises the use of appropriated funds for the Bureau in accordance with Congressional limitations, program objectives and policies of the President and the Secretary.
- c. Directs the acquisition, leasing, construction, maintenance, operation and disposition of buildings, grounds, and facilities for U.S. Government diplomatic and consular operations abroad.
- d. Directs the Department's Safety Program.
- e. Directs administrative oversight and services of language services, allowances, schools support abroad, facilities support, domestic real property management, and commissary and recreation affairs.
- f. Directs administrative oversight and services of the logistics function (acquisition, supply, transportation, and unclassified mail and pouch).
- g. Manages the Department's records program, publishing services, and the Ralph Bunche Library.

h. Establishes or otherwise ensures that a process is in place to evaluate whether proposed collections of information should be approved and certifies such proposed collections of information for OMB review and approval.

i. Directs administrative oversight and services of the Office of Small and Disadvantaged Business Utilization (A/SDBU), and reports directly to the Deputy Secretary concerning its policies and activities.

j. Directs administrative oversight of the Diplomatic Telecommunications Service Program Office's policies and activities.

k. Directs administrative oversight and services of the Office of the Procurement Executive.

l. Directs administrative oversight and services of the Office of Diplomatic Contingency Programs.

m. Directs administrative oversight and services of the Presidential/Vice Presidential Travel Support Staff.

n. Ensures continuing liaison with members and staffs of Congressional committees having oversight responsibilities for Department operations.

o. Serves as chairman of:

(1) Department of State Selection Board (for A&E firms);

(2) Advisory Committee on Occupational Safety;

(3) Overseas Schools Policy Committee;

(4) Selection committee for the Leamon R. Hunt Award for Administrative Excellence; and

(5) International Cooperative Administrative Support Services (ICASS) Executive Board.

p. Approves, when appropriate, successive redelegations of authority, pursuant to the authority vested in the Secretary by 22 U.S.C. 2651a, or by other law.

q. Provides overall direction and administration of the Department's energy conservation program. In addition, serves as the Department of State representative to the Federal Interagency Energy Policy Committee ("656 Committee").

r. Has overall substantive responsibility for the following Department regulatory publications:

(1) *Foreign Affairs Manual* Volume 1 (*Organization and Functions*) subchapter 1 FAM 210—*Bureau of Administration (A)*;

(2) *Foreign Affairs Manual* Volume 2 (*General*), subchapter 2 FAM 1290—*Certificates of Authentication and Fees for Services*;

(3) *Foreign Affairs Manual* Volume 5 (*Information Management*), subchapter 5 FAM 960—*Publications*, 5 FAH-4 (*Records Management Handbook*) and 5 FAH-7 (*Graphics Standards Handbook*) in their entirety; and

(4) *Foreign Affairs Manual* Volume 6 (*General Services*), and its related *Foreign Affairs Handbooks* in their entirety:

(a) *General Services Handbook* (6 FAH-1);

Contracting Officer's Representative Handbook (6 FAH-2); and

(c) *Facilities Maintenance Handbook* (6 FAH-4); and

(d) *International Cooperative and Administrative Support Services (ICASS) Handbook* (6 FAH-5).

s. Has substantive responsibility for the *Overseas Contracting and Simplified Acquisition Guidebook*.

1 FAM 211.3 Organization

(TL:ORG-62; 01-31-1995)

An organization chart of the "A" Bureau is found as 1 FAM 211 Exhibit 211.3.

1 FAM 211.4 Definitions

(TL:ORG-72; 11-25-1998)

a. **Business process re-engineering (BPR).** The process of fundamentally changing the way work is performed in order to achieve radical performance improvements in speed, cost, and quality.

b. **Chargeback system.** An arrangement by which costs are attributed to and collected from the party responsible for the cost.

c. **Desktop systems.** Typically, personal computer hardware, software and other peripheral devices that users have on their desks.

d. **Information resources.** Information and related resources, such as personnel, equipment, funds, and information technology (IT).

e. **Information technology (IT).** Any equipment, software and firm-ware or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

f. **Life cycle management of records.** Life cycle management of records refers to the creation, acquisition, maintenance, use and disposition of those records.

1 FAM 211.5 Authorities

(TL:ORG-98; 02-02-2001)

a. **General.** Annual authorization and appropriation acts, including the Budget Enforcement Act; the Foreign Service Act of 1980, as amended; and the Federal Managers' Financial Integrity Act, as amended.

b. **Allowances Program.** *Overseas Differentials and Allowances Act, 5 U.S.C. 5921-5928; Section 905 of the Foreign Service Act of 1980, 22 U.S.C. 4085; Advance Pay and Allotment Act of 1961, as amended by the Foreign Service Act of 1980, 5 U.S.C. 5521-5527; and the Defense Department Overseas Teachers Pay and Personnel Practices Act of 1959, as amended, 20 U.S.C. 905-906.*

c. **Diplomatic Contingency Programs.** *E.O. 12656, Assignment of Emergency Preparedness Responsibilities (11/18/1988) and E.O. 10346, Preparation by Federal Agencies of Civil Defense Emergency Plans (04/17/1952).*

d. **Diplomatic Pouch and Mail.** *Vienna Convention on Diplomatic Relations; 39 U.S.C. 406, 3401; DOD Military Postal Service Regulations; and the Economy Act, 31 U.S.C. 1535-1536.*

e. Diplomatic Telecommunications Service Program Office:

(1) E.O. 12472, Assignment of National Security and Emergency Preparedness Telecommunication Functions (04/03/1984);

(2) E.O. 12958, Classified National Security Information (04/17/1995);

(3) E.O. 13011, Federal Information Technology (07/13/1996);

(4) DOD Directive 4525.6-M, Volume 1, Appendix A;

(5) National Security Decision Directive 211 (02/11/1986);

(6) *Pub. L 102-140, Departments of Commerce, Justice, and State, the Judiciary and Related Agencies Appropriation Act, FY 1992; and*

(7) *Pub. L 106-567, December 2000.*

f. **Employee Associations.** *State Department Basic Authorities Act, Section 31 (c), 22 U.S.C. 2703; and the Vienna Convention on Diplomatic Relations.*

g. **Employee Claims.** *Military Personnel and Civilian Employee Claims Act of 1964, as amended, 31 U.S.C. 372.*

h. **Energy Conservation and Management:**

(1) *Energy Policy Act of 1992 (EPACT), Pub. L. 102-486;*

(2) *E.O. 12902 (03/08/1994), Energy Efficiency and Water Conservation at Federal Facilities;*

(3) *E.O. 12845 (04/21/1993), Purchase of Energy Efficient Computer Equipment;*

(4) *E.O. 12844 (04/21/1993), Federal Use of Alternative Fueled Vehicles;*

(5) *E.O. 12843 (1993), Procurement Requirements and Policies for Federal Agencies for Ozone-depleting substances;*

(6) *E.O. 12873 (1993), Federal Acquisition, Recycling and Waste Prevention;*

(7) *E.O. 12856 (1993), Federal compliance with Right-to-Know Laws and Pollution Prevention; and*

(8) *E.O. 13101 (1999), Greening the Government Through Waste Prevention, Recycling and Federal Acquisition.*

i. **Facilities Management.** *Foreign Service Buildings Act of 1926, as amended 22 U.S.C. 292 et seq.; the Omnibus Diplomatic Security and Antiterrorism Act of 1986, as amended, 22 U.S.C. 4801 et seq.; the Secure Embassy Construction and Counterterrorism Act of 1999, Pub. L. 106-113; and the Architectural Barriers Act of 1968, 42 U.S.C. 4151-4157 (covers domestic facilities also).*

j. **Facilities Management (Domestic).** *Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 471 et seq.; and The International Center Act, Pub. L. 90-553, as amended by Pub. L 97-186.*

k. **Federal Assistance.** *Federal Grant and Cooperative Agreement Act, 31 U.S.C. 6301-6308 and general regulatory guidance promulgated by OMB in circulars:*

- (1) *A-2, Cost Principles for Educational Institutions;*
- (2) *A-87, Cost Principles for State and Local Governments;*
- (3) *A-102, Grants and Cooperative Agreements with State and Local Governments;*
- (4) *A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;*
- (5) *A-122, Cost Principles for Non-Profit Organizations; and*
- (6) *A-133, Audits of States, Local Governments and Non-Profit Organizations.*

*l. **Federal Acquisition and Contracting.** Federal Acquisition Regulations, 48 CFR Chapter 1; DOS Acquisition Regulations, 48 CFR Chapter 6; and Competition in Contracting Act of 1984, 41 U.S.C. 253.*

*m. **Motor Vehicle Transport.** 31 U.S.C. 1344 authorizes use of appropriated funds for maintenance, operation or repair of passenger carriers for official purposes and sets forth provisions on home-to-office transport.*

*n. **Overseas Schools.** Section 29 of State Department Basic Authorities Act of 1956, 22 U.S.C. 2701; Section 102 of the Mutual Education and Cultural Exchange Act of 1961, 22 U.S.C. 2452; and Section 636 of the Foreign Assistance Act of 1961, as amended, 22 U.S.C. 2396.*

*o. **Procurement.** Federal Property and Administrative Services Act of 1949, as amended, 41 U.S.C. 251-260; Office of Federal Procurement Policy Act, as amended, 41 U.S.C. 401 et seq.; and Executive Order 12356.*

*p. **Property Management.** Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 471 et seq.*

*q. **Records Management:***

- (1) *Freedom of Information Act, 1974, 5 U.S.C. 552;*
- (2) *Privacy Act of 1974 as amended, 5 U.S.C. 552a;*
- (3) *Electronic Freedom of Information Act Amendments of 1996, Pub. L. 104-231 (10/02/1996);*
- (4) *E.O. 12958, Classified National Security Information (04/17/1995); and*
- (5) *Federal Records Act, 44 U.S.C. Chapter 31.*

r. **Safety Program:**

- (1) *Occupational Safety and Health Act of 1970;*
- (2) *Comprehensive Environmental Response, Compensation, and Liability Act of 1980;*
- (3) *Resource Conservation and Recovery Act and amendments;*
- (4) *Toxic Substances Control Act;*
- (5) *E.O. 12196, Occupational Safety and Health Programs for Federal Employees;*
- (6) *29 CFR 1960, Basic Program Elements for Federal Employee OSH Programs and Related Matters; and*
- (7) *E.O. 13148, Greening the Government Through Environmental Leadership.*

s. **Small and/or Disadvantaged Business Utilization:**

- (1) *Pub. L. 95-507, Section 221 and Pub. L. 100-656, Sections 502 and 503;*
- (2) *Pub. L. 105-135 dealing with Hub zone contracting;*
- (3) *Pub. L. 103-355 (10/1994) and E.O. 13157 (05/23/2000) relating to woman-owned small businesses;*
- (4) *E.O. 13170 (10/06/2000), relating to access for disadvantaged businesses; and*
- (5) *Pub. L. 106-50, Veterans Entrepreneurship and Small Business Development Act of 1999 (08/17/2000).*

t. **Travel and Transportation.** *Section 901 of the Foreign Service Act of 1980, 22 U.S.C. 4081; Title 5, Chapter 57; Fly America Act of 1980, as amended, 49 U.S.C. 40118; and Federal Travel Regulations, 41 CFR Subtitle F. (See also 6 FAM.)*

u. *Working Capital Fund. Section 13 of the State Department Basic authorities Act, 22 U.S.C. 2684.*

v. *Other authorities, as appropriate.*

1 FAM 212 OFFICES ATTACHED DIRECTLY TO THE ASSISTANT SECRETARY (A)

1 FAM 212.1 Office of the Executive Director (A/EX)

(TL:ORG-83; 01-17-2000)

a. Assists the Assistant Secretary and the Under Secretary for Management, where appropriate, through the provision of executive management and administrative services, including management analysis, financial management, personnel management, information resources management, and general services. Provides these services for the Office of the Curator, under the direction of the Under Secretary for Management. Within the Bureau, provides services to the organizations under the direction of the Deputy Assistant Secretary for Operations, the Deputy Assistant Secretary for Logistics Management, the Deputy Assistant Secretary for Records and Publishing Services, the Office of the Procurement Executive, the Presidential/Vice Presidential Travel Support Staff, and the Diplomatic Contingency Program Office.

b. Acts as the coordinator and communicator with the various bureau offices to provide an awareness of and assistance on overall Department and Bureau policy requirements.

1 FAM 212.1-1 Management Staff (A/EX/MGT)

(TL:ORG-72; 11-25-1998)

Provides the focal point for management analysis provided by A/EX to serviced offices. Coordinates management control issues, performance plans and reports, as well as GAO audits, Inspector General inspections and audits, and hotline referrals. Publishes internal Bureau directives and guidance, and issues a monthly newsletter. Provides and updates all information for the A/EX intranet home page.

1 FAM 212.1-2 Financial Management Division (A/EX/FMD)

(TL:ORG-72; 11-25-1998)

a. Formulates, presents, and executes the budget for the Bureau of Administration with the exception of the Office of Foreign Buildings Operations.

b. Performs both inter- and intra-bureau liaison and counseling activities in connection with budget functions; performs financial studies and audits, as appropriate.

c. Provides central management responsibility to the Working Capital Fund (WCF).

(A) Administrative Services Staff (A/EX/FMD/AS)

Provides administrative and general services for those areas serviced by A/EX including:

- (1) Travel support;
- (2) Procurement;
- (3) Property management;
- (4) Office space;
- (5) Equipment and furnishing;
- (6) Parking; and
- (7) Other general services, as appropriate.

(B) Working Capital Fund (A/EX/FMD/WCF)

a. The Working Capital Fund (WCF) is managed by the Executive Office (A/EX), exclusive of accounting services performed in FMP. It is a revolving fund authorized by Pub. L. 88-205 which is a repository for revenue from operating several income generating activities. Supervision of each service remains with program managers.

b. Services offered through the Working Capital Fund are:

- (1) Publishing and distribution services;
- (2) Editorial services;
- (3) Freight forwarding from the dispatch agencies, the regional logistics centers, and the European Logistical Support Office (ELSO);
- (4) Domestic fleet management and operations (motor pool);
- (5) Procurement abroad;
- (6) Digital systems programs (telephone);
- (7) Building services (labor/lock/cable);
- (8) Supply services center and stock account;
- (9) Library services;

- (10) Commissary and recreation administrative staff;
- (11) Regional procurement and support offices (RPSO);
- (12) Hagerstown, Maryland warehouse; and
- (13) Administration.

1 FAM 212.1-3 Personnel Management Division (A/EX/PMD)

(TL:ORG-72; 11-25-1998)

Coordinates personnel services with the exception of the Deputy Assistant Secretary for Foreign Buildings Operations (A/FBO) including:

- (1) Position management and workforce analysis;
- (2) Position classification;
- (3) Recruitment and staffing;
- (4) Career development and training;
- (5) Employee benefits and incentive and performance awards;
- (6) Reporting and special projects such as the drug free work force, alternate work schedules, and family friendly initiatives;
- (7) Performance management;
- (8) Employee and labor-management relations;
- (9) Summit and conference recruitment and staffing; and
- (10) Overarching Bureau personnel policy and procedures.

1 FAM 212.1-4 Information Resources Management Division (A/EX/IRM)

(TL:ORG-83; 01-17-2000)

a. Provides information management leadership and technology representation on behalf of the:

- (1) Bureau of Administration (A);
- (2) Deputy Assistant Secretaries for Operations (A/OPR), Logistics Management (A/LM), and Records and Publishing Services (A/RPS);

(3) Office of the Executive Director (A/EX) and the Office of the Procurement Executive (A/OPE);

(4) Office of Small and Disadvantaged Business Utilization (A/SDBU);

(5) Presidential/Vice Presidential Travel Support Staff (A/TSS); and

(6) Office of Diplomatic and Contingency Programs (A/DCP).

b. Provides strategic information technology planning and establishes Bureau policies. Manages, oversees, and coordinates all configuration management for the Bureau in support of the functions, program plans and directions of Bureau offices. Ensures that information management and technology initiatives within the Bureau are consistent with the Department's strategic and tactical IRM plans and procedures. Coordinates these plans and procedures with client organizations, which may develop processes consistent with the Department's strategic plan and Bureau of Administration policies.

c. Reviews and coordinates the acquisition and management of information technology resources, including computer software and hardware, budget, and staff in support of Bureau offices. Reviews and coordinates Bureau business process analyses and projects as they relate to information technology and information system operations of Bureau offices.

d. Carries out information technology studies, work flow and organization analyses, project planning and project management. Develops, implements, and maintains new computer software and hardware systems to automate business processes and work functions carried out by Bureau offices.

e. Coordinates and assists Bureau offices in conducting business process improvement and reengineering efforts in order to take maximum advantage of new and existing information technology, with a view toward streamlined, efficient, effective, and timely management and work processes.

f. Coordinates technology directions, plans and methods with other bureaus in accordance with Department strategic and tactical IRM plans. Develops interfaces to major systems in other bureaus in support of Department-wide activities, with a view toward lower overall resource usage, improved responsiveness, timeliness, and quality.

g. Provides operational support for systems and system users. Develops, implements and manages local area and wide area networks, servers, workstations, minicomputers, and major software applications in the United States and at multiple locations abroad. Provides HELP DESK user assistance, problem solving, and troubleshooting.

h. Develops, implements and maintains the Department's B-Net automated multimedia employee information service. Develops and implements technology to deliver B-Net services to Department annexes.

i. Provides consolidated Bureau reporting in support of Department and external agency reporting requirements.

1 FAM 212.2 Office of the Procurement Executive (A/OPE)

(TL:ORG-72; 11-25-1998)

a. Pursuant of Delegation of Authority 120-5, evaluates, monitors and reports to the Assistant Secretary for Administration on the performance of the Department's procurement system in accordance with applicable laws and regulations.

b. Under the overall authority of 41 U.S.C. 414 and E.O. 12931, prescribes the Department's acquisition and grant policies, regulations, and procedures; determines the effect of new or proposed acquisition or grant legislation, executive orders, or regulations on, or implements same into the Department's acquisition or grant policy and procedures.

c. Participates in the development of U.S. Government-wide acquisition or grant policies, regulations, and standards, and represents the Department on councils, in particular, the Civilian Agency Acquisition Council, interagency task forces, and working groups.

d. Develops and maintains a procurement career management program to ensure an adequate professional work force, to include approving Department acquisitions training curricula.

e. Selects and designates an independent competition advocate under 41 U.S.C. 418, an acquisition ombudsman, and a task and delivery order ombudsman under 41 U.S.C. 251, who provides advice and counsel in accordance with law and regulations. Analyzes protests and standardization requests received pursuant to such programs.

f. Selects and designates an electronic commerce program manager under 41 U.S.C. 302C who is responsible for promoting the use of electronic commerce in the Department's procurement system under applicable law.

g. Promotes the acquisition of commercial items, the use of simplified acquisition procedures, and innovation in the acquisition process.

h. Appoints, in writing, qualified Department contracting officers and grants officers.

i. Establishes a system for measuring the performance of contracting activities and offices, in coordination with A/LM, to ensure the quality of procurement actions.

j. Serves as liaison with the Office of the Inspector General for matters under the Department's acquisition system or grants programs relating to regulations, policies, or procedures.

k. Provides advice and guidance, in consultation with the Office of the Legal Adviser as appropriate, to Department contracting activities and offices, including diplomatic and consular posts, and on matters of acquisition or grant law, regulation, policy, and procedures, and on GAO, judicial, and boards of contract appeal opinions or proceedings.

l. Evaluates and recommends disposition of solicitation and contract actions exceeding the authority limitation of contracting officers at Foreign Service posts.

m. Conducts training and staff assistance visits to contracting offices domestically and abroad to promote quality in the acquisition process.

Manages the Department's procurement reporting system, as required by 41 U.S.C. 417.

Provides program management support to other assigned programs as they relate to the Department's procurement system, including the environmental program, metric program, and similar activities.

p. Performs such actions, to include making determinations and findings or justifications and approvals, as deemed appropriate and consistent with applicable laws, regulations, policies, or procedures with respect to contracts, simplified acquisitions, grants, and related transactions.

q. Promotes the use of U.S. small, disadvantaged, and women-owned businesses. In cooperation with the Office of Small and Disadvantaged Business Utilization (SDBU), encourages the use of such small businesses whenever and wherever practicable.

r. The Procurement Executive may delegate to the employees of the Department any of the above authorities or functions, except that the acquisition system certification responsibility under paragraph b above in this section may not be redelegated. Any delegation may include authority for further redelegation.

1 FAM 212.2-1 Policy Division (A/OPE/POL)

(TL:ORG-72; 11-25-1998)

a. Determines the effect of, or implements, new or proposed legislation, executive orders, or regulations into the Department's domestic acquisition system or grant programs.

b. Participates in the development, issuance, and maintenance of acquisition or grant policy, regulations, procedures, and guidance. Represents the Department on the Civilian Agency Acquisition Council and other interagency bodies convened for such purposes, and is the focal point for matters involving the Department of State Acquisition Regulation (DOSAR).

c. Manages the career development program, including development of training curricula for domestic contracting activities and Foreign Service posts. Participates in training at the Foreign Service Institute (M/FSI), workshops abroad, and domestic contracting activities.

d. Participates in development, implementation, and monitoring of a Department-wide acquisition planning system, including major systems acquisition planning.

e. Reviews applications for domestic contracting officer or grant officer authority and provides recommendations to the Procurement Executive.

f. Provides expert contract or grant advice on issues such as legal, regulatory, policy, or procedural requirements or developments; funding; method of acquisition; source selection or source competence; competition generally; and contract or grant terms and conditions.

1 FAM 212.2-2 Evaluation and Assistance Division (A/OPE/EA)

(TL:ORG-62; 01-31-1995)

a. Reviews and evaluates acquisition policies and programs and their implementation at Foreign Service posts.

b. Implements new legislation, executive orders, or regulations into the Department's acquisition system or grant programs that affect the acquisition or grant programs for Foreign Service posts.

c. Participates in the development, issuance, and maintenance of operational guidance on procurement matters to Foreign Service posts, including management of the *Overseas Contracting and Simplified Acquisition Guidebook*.

d. Evaluates and recommends disposition of solicitation and contract actions exceeding the authority limitation of contracting officers at Foreign Service posts.

e. Reviews applications for contracting officer appointments and makes recommendations to the Procurement Executive.

f. Participates in the development of acquisition plans for Foreign Service posts.

g. Provides expert contract advice on issues such as:

(1) Legal, regulatory, policy, or procedural requirements or developments;

(2) Funding;

(3) Method of acquisition;

(4) Source selection or source competence; and

(5) Contract or grant terms and conditions.

1 FAM 212.2-3 Competition Advocate (A/OPE/CA)

(TL:ORG-62; 01-31-1995)

Promotes full and open competition, establishing agency goals and reporting achievements to senior Departmental management; and, formally recognizes organizational and/or individual achievements in this area.

1 FAM 212.3 Office of Small and Disadvantaged Business Utilization (A/SDBU)

(TL:ORG-72; 11-25-1998)

a. The Office of Small and Disadvantaged Business Utilization (SDBU) is responsible for the implementation and supervision of the Department procurement activities related to small and disadvantaged business and women-owned businesses in accordance with Pub. L. 95-507.

b. Ensures that legislative mandates and executive orders regarding small and disadvantaged business utilization are carried out and formulates policies to implement such legislation; provides guidance to Department bureaus and offices regarding legislation, and implementing regulations.

c. Acts as an advocate within the Department for small, disadvantaged, and women-owned businesses seeking procurement opportunities; conducts outreach, counseling, and liaison programs for such businesses and Department staff.

d. Establishes Department or SBA goals for small businesses, disadvantaged businesses, and women-owned business utilization; evaluates performance vis-a-vis goals achievements and prepares reports to Congress, SBA, and other executive agencies, as required, on the Department's performance.

e. Is responsible for other intra- and inter-agency liaison and activities related to small, disadvantaged, and women-owned business.

f. Initiates and oversees the annual Department of State Small Business Prime Contractor of the Year Award nomination and selection process.

1 FAM 212.4 Presidential/Vice Presidential Travel Support Staff (A/TSS)

(TL:ORG-83; 01-17-2000)

a. Serves as the principal liaison with the White House and is responsible for all logistical and administrative arrangements in support of trips abroad (occasionally domestic trips internationally related) by the President, Vice President, or First Lady.

b. Also serves as the principal liaison office with an embassy at the time of a visit with regard to this support. Coordinates embassy personnel support and sends advance representatives to work with the White House advance personnel.

1 FAM 212.5 Diplomatic Contingency Programs Office (A/DCP)

(TL:ORG-62; 01-31-1995)

Responsible to the Assistant Secretary, as the Department's Emergency Coordinator, for planning, operations and management of programs designed to ensure emergency preparedness and continuity of operations of the Department's essential functions.

1 FAM 212.5-1 Policy and Program Management Division (A/DCP/PPM)

(TL:ORG-62; 01-31-1995)

Responsible for development of emergency preparedness policy recommendations, security for programs, budget preparation, response system and organizational ADP, coordination of administration and support services with A/EX, interagency liaison, and preparedness program evaluation.

1 FAM 212.5-2 Operations Division (A/DCP/OPS)

(TL:ORG-62; 01-31-1995)

- a. Assists the Department and the Diplomatic Telecommunications Service in the design of worldwide emergency communications systems.
- b. Establishes and maintains emergency preparedness facilities and provides logistical support to preparedness programs.
- c. Develops and implements operational plans for responding to emergencies and coordinates the Department's participation in other U.S. Government contingency activities.
- d. Responsible for identifying, orienting, training and exercising selected Department cadres abroad and domestically in emergency preparedness roles, responsibilities, and operations.
- e. Monitors and supports elements of preparedness programs abroad.

1 FAM 213 DEPUTY ASSISTANT SECRETARY FOR OPERATIONS (A/OPR)

(TL:ORG-83; 01-17-2000)

- a. The Deputy Assistant Secretary for Operations (A/OPR) formulates and carries out policy and determines and develops program priorities on a broad range of administrative support and managerial activities for the organizations and employees of the Department and the Foreign Service, other Federal agencies, and the public.
- b. A/OPR manages and establishes policies for domestic real property and facility management, energy and other conservation programs, conference facilities and services, technical support services, the diplomatic reception rooms, assistance to schools *abroad*, language services, the administration of foreign allowances, the oversight of employee associations, and the provision of various services to employees of the Department.

c. A/OPR develops, prepares, and defends Office of Operations appropriations and authorization requests in the Department and before the Office of Management and Budget and Congressional committees.

d. A/OPR serves as Chairman of the Board of Directors of the Central Commissary and Recreation Fund (see 6 FAM 515).

1 FAM 213.1 Commissary and Recreation Staff (A/OPR/CR)

(TL:ORG-83; 01-17-2000)

a. The Commissary and Recreation Staff (A/OPR/CR) develops and implements policies and procedures for the operation of employee associations at posts abroad; provides logistical support and management oversight to employee associations; reviews and recommends the approval, revocation, or changes of association charters.

b. A/OPR/CR is responsible for the operation of the Central Commissary and Recreation Fund and the implementation of the policy decisions made by the Board of Directors of the Fund (see 6 FAM 515).

1 FAM 213.2 Office of Support Planning (A/OPR/SP)

(TL:ORG-76; 04-02-1999)

a. Serves as director of operations, supervising the day-to-day activities of and providing program direction to the office directors of Real Property Management, Facility Management Services, and General Services Management, and the Chief of the Projects Management Staff.

b. Conducts studies and evaluates and coordinates the implementation of projects on the entire range of functions performed by the Office of the Deputy Assistant Secretary for Operations.

c. Assists A/OPR offices in articulating goals, identifying and acquiring resources, and formulating action plans for the achievement of objectives.

d. Coordinates A/OPR responses to requests from the Office of Inspector General, General Accounting Office, committees of Congress, General Services Administration, Office of Management and Budget, and appropriate State Department management offices.

e. The Office of Support Planning's Projects Management Staff (A/OPR/SP/P):

(1) Manages the long-range planning and implementation of major design and construction projects, as assigned;

(2) Assists the director of operations in articulating goals, identifying and acquiring resources, formulating action plans, and conducting special studies and tasks for the Deputy Assistant Secretary; and

(3) Monitors compliance with Office of the Inspector General report recommendations, and conducts reviews of internal controls for the Deputy Assistant Secretary.

1 FAM 213.3 Office of Allowances (A/OPR/ALS)

(TL:ORG-83; 01-17-2000)

a. The Office of Allowances (A/OPR/ALS) develops and coordinates policies, regulations, standards, and procedures for the administration of the U.S. Government-wide allowances and benefits program abroad, administered through the Standardized Regulations (U.S. Government Civilians, foreign areas).

b. Establishes maximum per diem rates for U.S. Government civilian travelers in foreign areas.

c. Exercises the Secretary's authority to:

(1) Authorize special allowances; and

(2) Designate principal representatives of the United States for all U.S. Government agencies for eligibility for payment of official residence expenses.

1 FAM 213.4 Office of Language Services (A/OPR/LS)

(TL:ORG-83; 01-17-2000)

a. Provides interpreting, translating, and other language services for the Department and the White House and also provides such services, by special arrangement, for other U.S. Government agencies where the services requested have a direct and substantial relationship to the conduct of foreign affairs.

b. Compares all multilingual texts of international agreements and treaties to which the United States is a party and certifies that all language versions are in substantive conformity.

c. Provides conference-reporting services for the Department of State.

d. Develops and implements standards and testing procedures for candidates for staff positions as interpreters, translators, and multilingual typists and carries out such examinations under delegated examining authority from the Office of Personnel Management; and develops and implements policies, standards, and procedures for the testing, hiring, training, and work of contract interpreters, contract translators, and other language support personnel.

1 FAM 213.5 Office of Overseas Schools (A/OPR/OS)

(TL:ORG-83; 01-17-2000)

a. Responsible for meeting the educational needs of dependent children of U.S. Government employees assigned abroad, providing educational opportunities for children that match the standards available in quality U.S. public schools.

b. Establishes policy, develops programs, conducts long-range planning, and provides guidance and assistance for the establishment and operation of U.S. schools abroad, and for the development of educational programs, facilities, materials, and curriculums at foreign posts.

c. Manages the Consolidated Overseas Schools Assistance Program, implementing the assistance and grant activities of the participating agencies.

d. Assesses the quality of educational opportunity available at Foreign Service posts and advises the Office of Allowances (A/OPR/ALS) as to whether available schools are "adequate" for the purpose of implementing the educational allowance provisions of the Standardized Regulations.

e. Advises and assists students and parents with regard to boarding schools, college entrance, special education needs, and the adequacy of foreign schools for U.S. children.

f. Coordinates the work of the Overseas Schools Advisory Council that involves U.S. business firms and foundations in support of schools abroad and encourages the involvement of the U.S. educational community in support of schools abroad.

g. The Director of the Office of Overseas Schools is the Executive Secretary of the Overseas Schools Policy Committee. The Committee is chaired by the Assistant Secretary for Administration and is composed of members, appointed by the Assistant Secretary, from the foreign affairs agencies that participate in the Consolidated Overseas Schools Assistance Program.

1 FAM 213.6 Office of Real Property Management (A/OPR/RPM)

(TL:ORG-73; 03-12-1999)

a. Manages the Master Real Estate Plan for the Department's domestic real property; develops, prepares, and coordinates facility acquisition, design, construction, and utilization planning; coordinates project work with affected Department bureaus and various offices concerned with issues of safety, maintenance, finance, security, and the disabled.

b. Acts as the Department's liaison with the General Services Administration on space and building matters including the assignment of space under the Randolph-Sheppard Act; and acts with the National Capital Planning Commission and the Fine Arts Commission on exterior architectural design and with various local authorities on facility regulatory matters including zoning and building codes.

c. The Director of the Office of Real Property Management (RPM) is the Department's representative on the Historical Preservation Committee, the Federal Real Property Council, the GSA Real Property Executives Interagency Advisory Committee, and the GSA Real Property Interagency Advisory Group.

d. The Director of RPM manages the International Center Project that provides land for the establishment of foreign missions in the District of Columbia as well as the nonappropriated trust fund for development of the Center.

1 FAM 213.6-1 Assignment and Utilization Division (A/OPR/RPM/AU)

(TL:ORG-73; 03-12-1999)

The Assignment and Utilization Division (A/OPR/RPM/AU) is responsible for the acquisition, planning, and allocation of space, and the building rental program to reimburse the General Services Administration for space utilized by the Department. This division analyzes future space needs and budget projections.

1 FAM 213.6-2 Design and Construction Division (A/OPR/RPM/DC)

(TL:ORG-73; 03-12-1999)

The Design and Construction Division (A/OPR/RPM/DC) is responsible for the development or the review and approval of architectural designs and cost estimates for the construction and/or alteration of the Department's facilities. This division ensures that energy-efficient standards are used in all work.

1 FAM 213.7 Office of Facility Management Services (A/OPR/FMS)

(TL:ORG-73; 03-12-1999)

a. Operates and maintains domestic facilities including the Main State complex, Blair House, the Beltsville Information Management Center, the International Chancery Center, the National Foreign Affairs Training Center, the Portsmouth Consular Center, the Charleston Financial Center, the Florida Regional Center, and all State annexes in the Washington metropolitan area.

b. Operates and oversees the maintenance of all building systems including heating, ventilation, air-conditioning, plumbing, lighting, electrical, fire alarms, elevators, and escalators; operates and oversees building services including custodial, pest control, grounds maintenance, trash removal, recycling, snow removal, and the loading dock.

c. Responsible for an engineering program to identify problems and take corrective action to repair or replace obsolete equipment and systems or to improve the buildings and grounds—all in collaboration with A/OPR/RPM.

d. Develops and manages energy and water conservation policies and programs and establishes guidelines for the asbestos identification and hazardous materials abatement programs.

1 FAM 213.8 Office of General Services Management (A/OPR/GSM)

(TL:ORG-73; 03-12-1999)

a. Manages a diverse array of professional and support services provided for the Department domestically;

b. Manages and schedules the use of the Department's Conference Center and the Diplomatic Reception Rooms; and

c. Coordinates and supervises services required for diplomatic conferences, diplomatic events, and official meetings, and, as required, for visits to Main State by the President and Vice President of the United States, foreign heads of state and government, and other high-level visitors.

1 FAM 213.8-1 Building Services Division (A/OPR/GSM/BS)

(TL:ORG-73; 03-12-1999)

a. Administers conference facilities and a variety of support services, as assigned, including the Art Bank Program, flag program, parking program, building tours, contract receptionist services, contract labor services, disposal of classified waste material, public information boards, door signage, and lock and safe repair and installation;

b. Administers the Department's professional audio and visual technical services, including photography, television, simultaneous interpreting, and projection, recording, and public address equipment; and

c. Serves as the Deputy Assistant Secretary's liaison with designated retail establishments within Main State, and also serves as the Chairperson of the Cafeteria Patrons Committee.

1 FAM 213.8-2 Fleet Operations Division (A/OPR/GSM/FO)

(TL:ORG-73; 03-12-1999)

a. Administers domestic motor vehicle services for the Department and conducts motor vehicle accident investigations, making recommendations to the Office of the Legal Adviser in connection with resultant tort claims.

b. Manages the Department's energy conservation program for domestic vehicles, and coordinates the GSA ride-sharing program for Department employees.

1 FAM 213.8-3 Authentications Staff (A/OPR/GSM/AUTH)

(TL:ORG-73; 03-12-1999)

Issues certificates of authentication for use in foreign countries under the seal of the Department of State for and in the name of the Secretary of State, certifying to the genuineness of a seal or to the position of an official. The Authentications Staff issues Apostilles in compliance with the 1961 Hague Convention.

1 FAM 213.8-4 Employee Service Center (A/OPR/GSM/ESC)

(TL:ORG-73; 03-12-1999)

a. Administers the Foreign Service Lounge, providing a variety of services to transiting Foreign Service personnel.

b. Administers the emergency locator records program for Foreign Service personnel and notifies next-of-kin in the event of deaths in the Service and assists with subsequent funeral and transportation arrangements and the processing of benefit claims.

c. Prepares leave verification forms for Foreign Service personnel transferring to and from domestic assignments and maintains and certifies time and leave data for Foreign Service personnel on various details, e.g., the Pearson Program.

1 FAM 213.8-5 Video Production Unit (A/OPR/GSM/VPU)

(TL:ORG-73; 03-12-1999)

Provides videotape coverage of official events. The VPU produces taped programs on a variety of issues for international distribution.

1 FAM 213.8-6 Diplomatic Reception Rooms Staff (A/OPR/GSM/DRR)

(TL:ORG-73; 03-12-1999)

Administers the diplomatic reception rooms. DRR coordinates support and catering services for functions held in the Diplomatic Reception Rooms.

1 FAM 214 DEPUTY ASSISTANT SECRETARY FOR RECORDS AND PUBLISHING SERVICES (A/RPS)

(TL:ORG-72; 11-25-1998)

a. Reports directly to the Assistant Secretary for Administration (A).

b. Provides overall liaison, interface, and outreach functions within the Department to provide A/RPS resources that best support the Department's mission and function.

c. Provides executive direction and policy guidance on substantive activities in A/RPS to ensure that the Department and other Foreign Affairs agencies receive the full range of classified and unclassified information and multi-media publishing services in a cost-effective customer service oriented manner.

d. Manages the Department's Directives, Forms Management, Information Collection (with IRM) and Reports Programs. Maintains delegations of authority. Performs external liaison functions with the Office of the Federal Register, the Office of Management and Budget, and the General Services Administration in these matters.

e. Implements U.S. Government records management laws and regulations. Provides A/RPS products and support services to the Department and to other Foreign Affairs agencies, ensuring that records management programs are implemented under Department inter-bureau and U.S. Government interagency agreements, as appropriate

f. Implements program policies and guidance for records life cycle management, access to information, classification and declassification, privacy research, and corporate records archives.

g. Provides advice and guidance in the development and maintenance of IRM tactical and derivative plans to ensure compliance with statutory and other mandated records requirements.

h. Provides guidance, consonant with the Department's IRM strategic plan, to bureaus and offices, so that they can implement appropriate information technology operations while satisfying statutory and other mandated records requirements.

i. Administers the Department's Information Access Program, both for the need-to-know foreign affairs and national security community in executive agencies and the Congress and for the public, in response to the FOIA, the Privacy Act, the Ethics in Government Act, E.O. 12958, 22 U.S.C. 4354, discovery orders, subpoenas, and other special document production demands. Ensures that responses to such requests are timely, accurate, and complete.

j. Ensures that people with disabilities have access to information.

k. Manages the Department's centralized editorial, graphics, multi-media publishing. and distribution services. Manages the Department's photocopier program.

l. Ensures compliance with Federal and Department graphics, editorial, printing, and photocopier standards and regulations.

1 FAM 214.1 Directives Management Staff (A/RPS/DIR)

(TL:ORG-72; 11-25-1998)

a. Manages the Department's Directives Program, the articulation and collection of Department organizational and functional policies, standards, and procedures (often referred to as regulations). In cooperation with program offices, incorporates statutes, executive orders, and other agency directives into Department policy and procedures. Serves as the single comprehensive source for issued policies and procedures that govern the operations of the Department.

b. Administers the Department's Forms Management Program (Forms Management Officer). This includes all form approval, design, and publication of all official Department-wide forms.

c. Administers the Department's Reports Management Program (Reports Management Officer). This includes approval and recording of all Department regular reports.

d. Manages the Department's information collection program, including the Department's Information Collection coordinator (see also subparagraph e(2) below).

e. Performs external liaison functional responsibilities, ranging from review and technical editing to complete report compilation and drafting, for the following areas:

(1) Publication of Department material in the Federal Register;

(2) Office of Management and Budget (OMB) regarding the collection of information from the public in accordance with the Paperwork Reduction Act, Information Collection Budget, and other such issues; and

(3) General Services Administration (GSA) regarding the Department-generated interagency reports, and the Interagency Reports Management Program.

f. Manages the Department's numbered delegations of authority, and maintains the collected delegations.

1 FAM 214.2 Office of Information Resources Management Programs and Services (A/RPS/IPS)

(TL:ORG-72; 11-25-1998)

a. Serves as the primary point of contact and principal advisor on all matters concerning the management of information as a critical resource, specifically relating to records life cycle management, public and need-to-know access to information, classification management and declassification, privacy, research of official record and public information resources, and corporate records archives. Plans, develops, implements, and evaluates programs, policies, rules, regulations, practices, and procedures on behalf of the Secretary to ensure compliance with the letter and spirit of relevant statutes, executive orders, and guidelines. These include the Federal Records Act, the Freedom of Information Act (FOIA) and the Electronic FOIA (EFOIA) provisions, the Privacy Act, 22 U.S.C. 4354 [pertaining to document production for the Congress and the Foreign Relations of the United States (FRUS) series acceleration], Executive Order (E.O.) 12958 concerning national security information, Office of Management and Budget (OMB) Circular A-130 covering information resources management, and pertinent successor mandates in this area.

b. Serves as the Secretary's delegated Records Officer with responsibility for the U.S. Government foreign policy archives, a unique collection of international significance. In this capacity, exercises program management responsibility for all records Department-wide throughout their life cycle (creation, acquisition, maintenance, use, and disposition). Exercises primary responsibility for the official corporate records archives (the Central Foreign Policy Records) which includes the State Archiving System (SAS), in addition to office, post, and lot files. Serves as the Secretary's representative to the Archivist of the United States and the National Archives and Records Administration (NARA), as well as with other Federal and regulatory agencies, on all records issues. Ensures Department-wide compliance with life cycle management of Department records, including the documentation and preservation of the execution of the foreign relations of the United States. Promotes the integration of life cycle management principles in the Department's business and operations, particularly in the development and application of new technology.

c. Administers the Department's Information Access Program, both for the need-to-know foreign affairs and national security community in Executive agencies and the Congress and for the public, in response to the FOIA, the Privacy Act, the Ethics in Government Act, E.O. 12958, 22 U.S.C. 4354, discovery orders, subpoenas, and other special document production demands. Ensures that responses to such requests are timely, accurate, and complete.

d. As delegated by the Secretary through the Under Secretary for Management, ensures implementation of and compliance with the classification management and declassification requirements of Executive Order 12958.

e. Serves as the Secretary's representative in legal proceedings against the Department dealing with records issues. Responds to administrative appeals, as required, under statutory and executive order requirements. Executes affidavits and provides supporting evidence to the Department of Justice in defense of the Department in records-related lawsuits.

f. Administers the Department's Privacy Program to ensure compliance with the Privacy Act and the safeguarding of the privacy of U.S. citizens and aliens admitted for permanent residence to the United States in their interaction with the Department.

g. Manages the Department's Library, a unique foreign policy collection. Develops, administers, and promotes a desktop electronic capability for accessing this collection and numerous other data sources and services.

h. Coordinates special document production efforts to ensure the Secretary's compliance with court orders, Congressional subpoenas, and other similarly mandated demands.

i. Develops, operates, maintains, evaluates, and enhances those systems that archive the corporate records archives and for the information access and declassification programs, as well as unique business applications related to the Office's mission.

j. Promotes customer service principles within the Office and institutes initiatives to comply with applicable laws, regulations, and policies regarding customer service standards.

1 FAM 214.2-1 Requester Liaison Division (A/RPS/IPS/RL)

(TL:ORG-72; 11-25-1998)

a. Serves as primary point of contact for customers in matters pertaining to records life cycle management, public and need-to-know access to information, classification management and declassification, privacy, research of official records and public information resources, and corporate records archives.

b. Evaluates all customers' inquiries and initiates the processing of all actions pertaining to records life cycle management, public and need-to-know access to information, classification management and declassification, privacy, research of official records and public information resources, and corporate records archives. Monitors the progress of all inquiries to ensure that all actions taken are timely, accurate, complete and responsive.

c. Evaluates and ensures compliance with applicable laws, regulations, and policies regarding customer service standards and the "Government Performance and Results Act" (GPRA), and actively promotes efforts for customer service.

1 FAM 214.2-2 Programs and Policies Division (A/RPS/IPS/PP)

(TL:ORG-83; 01-17-2000)

a. Implements programs for information life cycle management, classification management, declassification, review of historical records and transfer to NARA, access to information by former Presidential appointees, and the protection of individuals' rights vis-à-vis U.S. Government records through ensuring the Department's compliance with and implementation of the Federal Records Act, E.O. 12958, the Freedom of Information Act (FOIA) and the Electronic FOIA amendments (EFOIA), the Privacy Act, and relevant sections of 22 U.S.C. 4354. In this capacity, performs the functions enumerated in paragraphs b and c below.

b. Analyzes, evaluates, and oversees programs, activities, and operations. Provides expert advice and counsel to officials at all levels. Institutes policies, practices, procedures, guidelines, and regulations while ensuring the integration of requirements in operations and activities, especially in the development and application of new technology. Conducts comprehensive and extensive education and outreach initiatives. Coordinates issues with other agencies, particularly with NARA, OMB, the Department of Justice, and the national security community. Develops position papers on a range of information topics, including proposed legislative and regulatory changes. Represents the Bureau and the Department at inter-agency and public fora, and working groups.

c. Ensures, through outreach and coordination, that the operations and activities of the Statutory Compliance and Research Division are consistent with the program management requirements.

d. Coordinates the Department's responses to amendment requests under the Privacy Act. Ensures that such responses comply with the pertinent legal mandates, regulations, oversight agency guidelines, and judicial precedents.

e. Fulfills official requests from Congress, former presidential appointees, judicial authorities, and other U.S. Government agencies for document production.

f. Coordinates the Department's responses to appeals of denial of access to information under provisions of the FOIA, Privacy Act, or E.O. 12958, or the refusal to amend records under the Privacy Act.

1 FAM 214.2-3 Statutory Compliance and Research Division (A/RPS/IPS/CR)

(TL:ORG-72; 11-25-1998)

a. Implements statutes and other records, classification review, and access responsibilities through multifunctional and inter-disciplinary team-oriented branches organized geographically and functionally as described in paragraphs b through h below.

b. Implements policies and procedures to carry out the Department's statutory responsibilities to manage official information and records of the Department and foreign posts, residing in all media. Provides technical assistance and guidance to the Department and posts on information life cycle of records to improve operations and protect information resources. Develops and updates disposition authorities to ensure appropriate preservation of records.

c. Performs systematic, comprehensive, and complex searches for information based on the entire range of document production and research requests. Analyzes content of requests to determine appropriate sources of records from the corporate records archives and those records under the purview of the Executive Secretariat, retired office and post files, and transferred records located in the National Archives.

d. Administers the Department's statutory responsibilities in providing public access to information under the FOIA, Privacy Act, E.O. 12958, and the Ethics in Government Act. Coordinates with regional and functional bureaus to respond to public requests for records maintained in the Department and at posts.

e. Provides briefings and training to all employees on their responsibilities for the creation, maintenance, use, and disposition of records. In addition, provides briefings on research capabilities of the corporate records archives, including the State Archives System (SAS).

f. Develops and oversees plans for review and transfer of 25-year-old records to NARA.

g. Conducts outreach programs to Department bureaus and foreign service posts to implement statutory and related public access requirements and laws and regulations on the life cycle of records program.

h. Operates the Records Service Center (A/RPS/IPS/CR/RSC) for all office, post, and lot files and portions of the corporate records archives. Screens non-archival material and prepares records for immediate and final disposition in accordance with disposition schedules and eventual transfer to NARA, National Personnel Records Center and other Federal Records Centers.

i. Implements, administers, and operates the Department's Vital Records Program as required by Executive Order 10346.

1 FAM 214.2-4 The Library Division (A/RPS/IPS/LIBR)

(TL:ORG-72; 11-25-1998)

a. Develops, administers and operates the Department's central library, the Ralph E. Bunche Library. As the premier library resource in the foreign affairs area, the Library serves as the principal source of external research materials for both the Department and the entire Foreign Service community.

b. Serves as project manager to provide electronic desktop access to the Library's collection and numerous other digital sources and services. Promotes this initiative as a prototype for other Federal community digital library projects. Analyzes and evaluates this initiative to ensure that it complies with Department standards and meets customer needs.

c. Implements outreach programs and public relations initiatives.

d. Represents the Department on government and private sector cooperative library service bodies and at professional meetings.

e. Plans and manages Branch automated systems and coordinates their integration with other library functions.

1 FAM 214.2-5 Archiving and Access Systems Management Division (A/RPS/IPS/AAS)

(TL:ORG-83; 01-17-2000)

a. Designs, develops, implements, enhances, and manages the Department's official automated corporate archives (SAS) to maintain the authoritative records of official correspondence, communications, and documentation related to the conduct of the foreign relations of the United States.

b. Compiles and analyzes user requirements for access to, and use of, SAS to ensure that state-of-the-art methodologies are available to facilitate timely and expeditious location and production of information to fulfill customer needs and legal requirements.

c. Serves as the technical expert for using technology in the design and development of archival systems to ensure the capture of all official documentation, in any media form.

d. Ensures the integrity, security, and integration of SAS, FREEDOMS, and other business applications.

e. Designs, develops, implements, enhances, and manages the Department's Freedom of Information Document Management System (FREEDOMS) to maintain the authoritative record of requests for information, document review and declassification, and public access and controls workflow.

f. Serves as the technical expert on the application of state-of-the-art methodologies technology to the U.S. Government public access and document declassification/production business processes as required by FOIA (especially EFOIA), E.O. 12958, and other applicable laws, regulations, and policies.

g. Compiles and analyzes user requirements for access to, and use of, FREEDOMS to ensure that state-of-the-art methodologies are available to facilitate timely and expeditious location and production of information to fulfill customer needs and legal requirements.

h. Designs, develops, implements, enhances, and maintains the Department's virtual and physical Reading Room as called for in the Electronic FOIA.

i. Develops business applications that support and enhance the workflow of IPS and facilitate connectivity or interface between IPS systems in conformance with established Department architecture and security standards and policies.

1 FAM 214.2-6 Program Support Division (A/RPS/IPS/PSD)

(TL:ORG-72; 11-25-1998)

a. Serves as principal advisor on administrative, management, and resource issues pertinent to the Director of the Office of Information Programs and Services.

b. Develops A/RPS/IPS program and workforce plans working with the office managers in coordination with A/EX. Identifies all employee training needs and works with A/EX to develop a professional development program and to ensure that employees are appropriately trained for their responsibilities.

c. With A/EX, coordinates the management of assets (personnel, funds, and facilities) utilized by A/RPS/IPS; ensures that proper internal controls are exercised and that resources are adequate to meet the mission and goals of A/RPS/IPS.

d. With A/EX, directs and manages the delivery of administrative, budget, and personnel support to A/RPS/IPS employees.

e. Establishes and monitors performance measures and tracks the accomplishment of goals and objectives; keeps office director informed of progress toward achievement of the programs' mission.

f. Coordinates function code resources and serves as liaison to A/EX for all office program administrative issues such as budget, staffing, training, internal controls, facilities management, equipment, inventory, planning, and contract services.

g. Provides centralized clerical support to all divisions within A/RPS/IPS including oversight, direction, and quality assurance, including support for special projects that may include a variety of duties in a short time frame, under time constraints. Distributes incoming correspondence within IPS and prepares outgoing correspondence and packages.

1 FAM 214.3 Office of Multi-Media Publishing Services (A/RPS/MMS)

(TL:ORG-72; 11-25-1998)

a. Provides centralized editorial, graphics, multi-media publishing, and distribution services, and prescribes standards for Department editorial, printing, and photocopier activities throughout the Department, having substantive responsibility for 5 FAM 960.

b. Serves as the Publishing Management Officer for the Department.

c. Approves the acquisition of any desktop publishing equipment that has large volume printing, graphics, and duplicating capabilities.

1 FAM 214.3-1 Multi-Media Productions Division (A/RPS/MMS/PRD)

(TL:ORG-86; 05-17-2000)

- a. Coordinates all Department publication printing, duplicating, and CD-ROM reproduction requests and assures compliance with Federal law and regulations.
- b. Establishes policies for the following activities:
 - (1) The effective and efficient production of CD-ROMs or printed and duplicated matter either in-house, by GPO, or by other sources; and
 - (2) The consistent presentation of Department of State identification in publications.
- c. Manages the Department's photocopier program and maintains control over the use of large volume photocopier equipment.
- d. Provides dissemination of publications or other materials based on information provided by the requesting office.
- e. Ensures that the Bureau of Public Affairs (PA) reviews for approval all information disseminated for public release in printed, duplicated, or electronic form.

1 FAM 214.3-2 Multi-Media Creation Division (A/RPS/MMS/CRE)

(TL:ORG-83; 01-17-2000)

- a. Plans, designs, produces, and procures camera-ready art for publications, exhibits, posters, charts, certificates, 35mm slides, and other graphics for Department publications.
- b. Ensures conformity to the Department's *Graphics Standards Handbook* (5 FAH-7).
- c. Edits manuscripts for readability and conformity to the U.S. Government Printing Office standards.
- d. Plans and designs CD-ROM publications.

1 FAM 215 DEPUTY ASSISTANT SECRETARY FOR FOREIGN BUILDINGS OPERATIONS (A/FBO)

(TL:ORG-72; 11-25-1998)

a. The Deputy Assistant Secretary for Foreign Buildings, through delegations of authority from the Secretary of State, establishes and manages policies for the worldwide foreign buildings program as authorized by the Foreign Buildings Act of 1926, as amended, and acts as the Single Real Property Manager for U.S. Government diplomatic and consular real property abroad.

b. Other significant responsibilities include:

(1) Developing and defending foreign building appropriations and authorization requests in the Department and before the Office of Management and Budget and Congressional committees;

(2) Deciding on the worldwide priorities for the design, construction, acquisition, maintenance, utilization, and sale of real properties, and the use of sales proceeds;

(3) Establishing and implementing an energy conservation program for posts abroad; and

(4) Providing direction and guidance on foreign buildings matters to regional bureaus and other agencies.

1 FAM 215.1 Resource Management Office (A/FBO/RMO)

(TL:ORG-62; 01-31-1995)

a. Serves as the resource management staff to the Deputy Assistant Secretary.

b. In coordination with the Operations and Post Support Office, the Program Execution Office, and the Acquisitions and Planning Office, is responsible for administrative management, information resources management, financial management, and program and policy review for A/FBO.

1 FAM 215.1-1 Administrative Management Division (A/FBO/RMO/A)

(TL:ORG-83; 01-17-2000)

- a. Provides personnel services including advising and processing documents on position classification, recruitment and appointment, assignments and transfers, equal employment opportunity, career development and training, counseling, employee services, performance appraisals, awards, reporting, and special projects for all employees.
- b. Provides advice and assistance on personnel management policies, procedures, and operations.
- c. Develops policies for and administers the personnel authorization system for both direct-hire and contractual services.
- d. Provides assistance necessary to obtain, compensate, develop, use, and retain an effective A/FBO work force.
- e. Periodically assesses personnel management conditions throughout the organization, identifies problem areas, and develops corrective measures.
- f. Develops and administers policies and control procedures for personal and nonpersonal contract staff resources.
- g. Manages directives and publication management systems. Reviews, edits, and approves content, coordination, and compliance with policy, all publications, directives, and guidance material with respect to administrative services.
- h. Provides mail, communications, and internal messenger services to all organizational components. Coordinates requirements for telecommunications systems.
- i. Analyzes utilization and recommends allocation of office space to achieve efficient use of space assignments. Provides for alterations and moving services and recommends and justifies need for leases for new or additional space in coordination with A/OPR/FMSS.
- j. Requisitions, stores, and issues all types of regulatory and specialty publications forms, office supplies, furniture, and non-expendable equipment (excluding ADP hardware and software) from U.S. Government and commercial sources including responsibility for maintaining inventories and stock replenishment; operates off-the-shelf supply room; and provides repair and maintenance services.

k. Develops and manages procedures for administrative control of procurement functions, including verification of receipt of goods and services and authorization of bills for payment. Manages the Imprest Fund activity.

l. Provides policy direction for official file maintenance and for consolidation, packaging, and forwarding of official records eligible for retirement.

m. Formulates travel policies and provides staff guidance on preparation of travel orders; issues GTRs; provides assistance in obtaining passports, visas, immunizations, and country clearances.

n. Administers Department security programs as they relate to A/FBO.

1 FAM 215.1-2 Information Resources Management Division (A/FBO/RMO/I)

(TL:ORG-62; 01-31-1995)

a. Formulates A/FBO information management plans and budgets based on Department, Bureau, and A/FBO goals, missions, plans, authorities, and guidance.

b. Determines A/FBO requirements for information technology based on management and user requirements, and implements information technology, as appropriate.

c. Manages, administers, maintains, enhances, designs, and develops A/FBO applications systems and databases to meet user requirements.

d. Manages, administers, specifies, installs, maintains, and operates A/FBO information processing facilities and equipment.

e. Formulates and manages the A/FBO information security program in coordination with A/FBO/RMO/A, IRM, and DS.

f. Establishes formal procedures for A/FBO components to request Federal information processing (FIP) resources.

g. Evaluates staff justifications and requirements analyses for information management systems and applications.

h. Develops appropriate training programs for users of A/FBO FIP resources in coordination with A/FBO/RMO/A.

i. Designs and conducts feasibility and applications studies; plans and develops overall information management systems and procedures.

j. In accomplishing the above functions, serves as the principal point of contact with IRM, other bureaus' Information Resource Management (IRM) offices, and others to integrate A/FBO needs with overall IRM policy, guidance, standards, and procedures.

1 FAM 215.1-3 Financial Management Division (A/FBO/RMO/F)

(TL:ORG-62; 01-31-1995)

a. Provides accounting, budgeting, and financial management services for A/FBO programs.

b. Formulates and directs preparation of documentation for the annual budget and five-year plan for the acquisition and maintenance of buildings abroad submissions to the Department, the Office of Management and Budget, and the Congress.

c. Maintains budget and financial controls system to ensure that A/FBO program budgets are executed consistent with enacted appropriations, apportionments, allotment authorities, and approved financial plans.

d. Directs the financial planning and resource allocation process for A/FBO programs.

e. Receives vendor invoices and processes payments for all A/FBO domestically administered procurement actions.

f. Conducts financial audits of A/FBO foreign allotments.

g. Provides policy guidance to A/FBO managers on budget and financial management issues.

h. Identifies areas of accounting operations where the overall accounting system should be modified to permit more workable procedures or effective reporting.

i. Analyzes accounting input from other elements both internal and external to A/FBO for propriety of charges.

j. Determines the cost accounts and financial reports that will best serve management.

k. Accepts, issues, and maintains all fund authorizations for multiple appropriations and program reimbursements.

1 FAM 215.1-4 Program and Policy Analysis Division (A/FBO/RMO/P)

(TL:ORG-62; 01-31-1995)

- a. Coordinates the review and development of policies and standards to ensure that A/FBO's programs meet the needs of the Department, other foreign affairs agencies, and Foreign Service posts.
- b. Coordinates the review and development of regulatory and legislative proposals that affect A/FBO's basic authorities and appropriations authorizations.
- c. Provides liaison and coordination with external audit and inspection agencies such as the OIG and GAO; serves as the focal point for responses to all external audits and inspections; ensures that follow up actions are complete and documented.
- d. Conducts studies to design and improve management systems, and provides organization and management analysis services and assistance to other A/FBO elements.
- e. Coordinates the formulation of A/FBO policy and program goals and objectives for the five-year plan to include specific policy and program goals and objectives for each functional element.
- f. Conducts independent evaluations of the planned use of resources and facilities in relation to current and projected workload and program priorities.
- g. Develops and presents analyses of program and policy alternatives and resultant recommendations to top management.
- h. Monitors the current year execution of the approved operating plan, including appropriate acquisition planning.
- i. Prepares and executes an annual internal management and policy review program based on needs identified by the Deputy Assistant Secretary and senior management, and findings of external audit and inspection reports.
- j. Determines and develops key data elements for all A/FBO programs and activities needed to allow measurement of performance against A/FBO goals and objectives.
- k. Develops an A/FBO management reporting process and conducts periodic senior management review sessions to portray A/FBO's performance against measurable standards for all programs and operations.

l. Develops, monitors, and coordinates the A/FBO system for assessing performance, progress, and trends against assigned missions, programs, and objectives.

1 FAM 215.2 Operations and Post Support Office (A/FBO/OPS)

(TL:ORG-62; 01-31-1995)

a. Serves as the operation and post support staff to the Deputy Assistant Secretary.

b. In coordination with the Resource Management Office, the Program Execution Office, and Acquisitions and Planning Office, is responsible for the operation and post support, area management, liaison, real estate management, fire safety and hazard control, facilities maintenance, utility management, interior design and furnishings, and art in embassies program functions.

c. Serves as the primary contact point with Foreign Service posts and other offices within the Department of State and foreign affairs agencies on real property issues. Identifies and justifies projects, functional programs, and mandatory operating programs.

1 FAM 215.2-1 Area Management Division (A/FBO/OPS/AM)

(TL:ORG-72; 11-25-1998)

a. Initiates and participates in the development and implementation of program policy in support of posts abroad.

b. Advises the Deputy Assistant Secretary and Directors on program and post support activities.

c. Serves as A/FBO primary contact with posts for planning and managing A/FBO post support.

d. Provides post-specific information and advice to the other elements of A/FBO, regional bureaus, the Department, and other foreign affairs agencies.

e. Identifies the program requirements for special maintenance and repair and minor improvements for posts.

f. Participates in program (project) review sessions and assists in the setting of priorities for projects.

- g. Initiates and assures coordination of real property related projects to be undertaken at posts by various elements of A/FBO, the Department, regional bureaus, and other foreign affairs agencies.
- h. Inspects facilities abroad to evaluate special project requirements including energy conservation, to advise the post on real property matters, and to assist with emergency problems.
- i. Identifies major renovation or new construction requirements.
- j. Coordinates, administers, and distributes funds to posts for all leases and for the maintenance and repair of, and minor improvements to, U.S. Government-owned and long-term leased real property.
- k. Participates in analysis of facilities requirements, development of post master plans, and development of budget submissions and justifications.
- l. Coordinates all A/FBO visits to posts abroad.
- m. Assesses the need for and assists in real property acquisition and disposal.
- n. Acts as A/FBO's interagency liaison.

1 FAM 215.2-2 Art in Embassies Program (A/FBO/OPS/ART)

(TL:ORG-83; 01-17-2000)

- a. Plans and implements a program of international cultural communications through the display of original U.S. art through placement of art collections in the representational rooms of ambassadors' residences.
- b. Requests and arranges loans and/or donations of U.S. visual art from museums, galleries, corporate and individual collectors, artists, and from the art in embassies program collection.
- c. Arranges insurance coverage, packing and shipping of collections to posts; provides posts with detailed instructions regarding the care of the collection while at post in the form of a notebook; monitors art location and condition while at post; and provides detailed shipping instructions for return of art at end of ambassadors' terms of service.

1 FAM 215.2-3 Facilities Maintenance Management Division (A/FBO/OPS/FAC)

(TL:ORG-86; 05-17-2000)

- a. Provides maintenance expertise and support to posts and DOS offices on the operation, maintenance, and repair of Department facilities abroad.
- b. Develops policies, regulations, procedures, and maintenance staffing needs for adequate operation, maintenance, and repair of Department facilities abroad.
- c. Promotes energy conservation, in accordance, with the Department's energy plan. Provides direct technical assistance to posts abroad to reduce utility costs through pursuing rate and meter changes, finding and correcting metering inaccuracies, providing sound energy conservation guidance and recommending operation and maintenance changes.
- d. Serves as a member of the Department's Advisory Committee on Occupational Safety and Health. Participates in the development of policies and procedures for the identification of environmental hazards in Foreign Service facilities. Develops procedures for abatement of environmental problems in such facilities.
- e. Administers the Facilities Manager Program abroad.
- f. Coordinates and administers inspections of post facilities to determine long-range maintenance and rehabilitation funding and execution requirements, to ensure the safety and reliability of elevators, to reduce utility and energy costs, and to implement effective maintenance management programs.
- g. Manages the maintenance assistance centers and Division engineers and/or technicians to provide direct assistance in the operation, maintenance, repair, and minor rehabilitation of post facilities as may be necessary to augment post resources.
- h. Collects data and information from posts abroad for the foreign buildings energy management program. Prepares A/FBO energy reports to meet Federal energy reporting requirements, including the A/FBO segment of the Department's annual energy report to DOE.

1 FAM 215.2-4 Fire Protection Division (A/FBO/OPS/FIR)

(TL:ORG-86; 05-17-2000)

- a. Develops and manages the Department's fire protection program to ensure proper life safety and property protection for personnel and facilities abroad.
- b. Performs fire safety evaluations of all Foreign Service posts to identify and assist in the correction of fire safety deficiencies and hazards. Conducts training for post personnel in fire prevention and fire extinguisher use. Assesses the capability of the host country fire protection service.
- c. Monitors the status and ensures the integrity of fire protection systems and equipment.
- d. Develops fire and life safety criteria, standards, and policies.
- e. Performs fire protection engineering review and analysis of all project design specifications and drawings to ensure projects meet adopted codes, criteria, and accepted practices.
- f. Investigates fires when the incident results in injury or death, arson is suspected, mission capability is interrupted, a large monetary loss is experienced, or when in the best interests of the Department.

1 FAM 215.2-5 Interior Design and Furnishings (A/FBO/OPS/IDF)

(TL:ORG-86; 05-17-2000)

- a. Designs and specifies replacement furnishings for residences of the ambassadors, deputy chiefs of mission and consuls general (when principal officer).
- b. Performs functional space planning, interior design, and specification of furniture for all facilities constructed under A/FBO's capital program.
- c. Provides, on request, space planning and interior design support for post renovations and new lease facilities.
- d. Provides logistics management for the residential and office facilities furniture programs, including tracking, shipping, and installation.
- e. Monitors household inventories for official residences.
- f. Provides chinaware, flatware, hollowware, glassware, and kitchenware for official residences.

g. Identifies and maintains antiques, works of art and other cultural heritage objects.

h. Provides an office furniture program to support posts abroad.

1 FAM 215.2-6 Safety, Health, and Environmental Management Division (A/FBO/OPS/SHEM)

(TL:ORG-86; 05-17-2000)

a. Plans, coordinates, and administers the Department's worldwide Safety, Health, and Environmental Management (SHEM) program to address the responsibilities of the Assistant Secretary for Administration who is the Designated Agency Safety and Health Official.

b. Protects employees, family members, and visitors abroad from environmental or occupational safety and health hazards and reduces costs due to mishaps, operational disruptions, and the impact on the environment from operations.

c. Establishes and promulgates SHEM requirements, criteria, standards, and policies and provides the technical support necessary to meet those requirements. The Safety and Health Director serves as the Executive Director of the Department's Advisory Committee on Occupational Safety and Health (see 6 FAM 613.3).

d. Performs SHEM program audits and/or assessments and conducts on-site training to identify and assist in the correction of SHEM deficiencies.

e. Appoints Class A Mishap Boards (see 6 FAM 613.2) to investigate and analyze major accidents, occupational illnesses, injuries, and environmental contamination incidents.

f. Serves as the primary Department focal point for all SHEM matters and as the liaison to the Office of Federal Agency Safety Programs, OSHA, the U.S. Department of Labor, the Environmental Protection Agency, the National Institute for Occupational Safety and Health, the U.S. Department of Transportation, and other Federal agencies. Prepares the Department's Annual Report to the Secretary of Labor and the annual A-106 Environmental Pollution Report for EPA and OMB.

g. Develops and implements a fire protection program for the Department's assets domestically to reduce loss of life, property, and operational capacity.

h. Plans, develops, and ensures implementation of policies, programs, and procedures necessary to minimize the impact of ambient environmental pollution concerns on the health of Department employees abroad.

1 FAM 215.3 Program Execution Office (A/FBO/PE)

(TL:ORG-62; 01-31-1995)

a. Serves as the program execution management staff to the Deputy Assistant Secretary.

b. In coordination with the Resource Management Office, the Operations and Post Support Office, and the Acquisitions and Planning Office is responsible for building design and engineering, construction, and program management functions.

c. Accomplishes or causes to be accomplished all funded A/FBO capital and noncapital construction programs except technical programs performed by the divisions of the Operations and Post Support Office.

d. Establishes engineering and design criteria for all A/FBO programs, provides program and project cost estimates, and manages all program execution.

e. Implements security policies and standards for new office buildings, major renovations, and upgrade construction projects for Department facilities abroad.

1 FAM 215.3-1 Program Management Division (A/FBO/PE/PM)

(TL:ORG-62; 01-31-1995)

a. Serves as the program and/or project management staff of the Office of Program Execution exercising overall program management responsibility during the site acquisition, design, construction, and commissioning phases of capital and non-capital projects.

b. Develops and implements project execution plans and program and/or project status reporting requirements, maintains program/project management information and planning systems, and develops and coordinates a configuration management system for the effective management of project schedules, costs, and resources.

1 FAM 215.3-2 Building Design and Engineering Division (A/FBO/PE/BDE)

(TL:ORG-72; 11-25-1998)

- a. Provides professional consulting services related to facilities design and engineering to Department of State offices, posts abroad, and other agencies.
- b. Assists in the solicitation and negotiation of architecture and engineering (A&E) services contracts, and reviews project drawings, specifications, and associated documents.
- c. Prepares independent U.S. Government cost estimates for design fees and construction.
- d. Responsible for the overall execution of functional programs relating to seismic retrofits, energy conservation, power generators, and uninterruptible power supply (UPS) installations.
- e. Maintains comprehensive reference library of building codes, criteria, and standards in support of A/FBO design and construction activities.
- f. Participates, during the construction process, in resolving design problems and changes. Also assists with the procurement of U.S. Government-furnished equipment.
- g. Monitors new technology in building and facility systems and incorporates approved applications into the A/FBO system. Maintains central archive of facility plans, as-built drawings, specifications, and other planning, design and construction documentation.
- h. Assists the Acquisitions and Planning Office in project planning and programming phases to include project definition and cost engineering support.
- i. Assists the Facilities Maintenance Division in determination of criteria and standards governing operations and repairs requirements.
- j. Provides program and/or project liaison with the Program Management Division. Ensures provision of resources required to meet jointly determined schedules for actions on projects, programming assistance, A&E selection, and design and engineering activities.
- k. In conjunction with the Information Resources Management Division, develops and implements an A/FBO computer utilization plan to maximize the use of computer-aided technology in the conduct of design services.

l. Responsible for managing the energy conservation investment program and establishing design criteria to ensure that building projects abroad, both capital and non-capital, are designed and executed, in accordance, with applicable energy conservation laws, statutes, and executive orders.

1 FAM 215.3-3 Construction Management Division (A/FBO/PE/CM)

(TL:ORG-62; 01-31-1995)

a. Responsible for the on-site management of all A/FBO construction.

b. In conjunction with the Program Management Division, and the Acquisition Division, monitors construction projects to ensure that projects conform to contract terms and are completed on time and within budget; proposes and evaluates changes to contract documents, participates in pre-bid conferences, and provides technical evaluation of construction claims; and coordinates other U.S. Government technical activities during the construction process to achieve orderly completion of projects.

c. Recommends policies and develops procedures and requirements for the management and oversight of construction projects.

d. Directly manages all construction contracts and contractors through the A/FBO field project directors.

e. Assists the Acquisition Division in new construction contracts and change orders, including the development of special provisions.

f. Advises on feasibility of project construction and operations plans developed by A&E and construction contractors.

g. Performs functional review of designs, development-working drawings, specifications, and cost estimates; and provides value engineering analyses during the preparation phases of working drawings and specifications.

h. Plans staffing and organizational structure of all construction project field offices.

i. Monitors the contractor quality control program to assure compliance with contract provisions. Ensures required tests are accomplished and results are documented. Maintains technical feasibility and quality of construction.

j. Maintains an on-site safety program.

k. Serves as the contracting officer's technical representative on construction projects.

1 FAM 215.3-4 Construction Security Management Division (A/FBO/PE/CSM)

(TL:ORG-62; 01-31-1995)

a. Implements security policies and standards for new office buildings, major renovations, and construction upgrade projects for DOS facilities abroad. Reviews all projects for applicability of construction security requirements. Prepares construction security plans and directs transit security plans for shipment of sensitive material to construction sites.

b. Implements site security programs, in accordance, with Site Security Plans. Procures, deploys, and maintains security equipment used to secure construction sites. Develops and manages Site Security Manager (SSM), Cleared American Guard (CAG), Construction Surveillance Technician (CST), and local guard programs.

c. Manages security upgrade projects from initiation through final acceptance. Manages maintenance, repair, and replacement programs for protection doors and windows. Receives, coordinates and funds post requests for significant security repair and modification projects. Identifies post facility security problems, develops solutions, and initiates corrective actions.

d. Coordinates all security related issues of new office building (NOB) site selection, and manages all security aspects of NOB design and construction projects. Designs security systems for project installation and ensures that security equipment designs are correct, constructible, appropriate, and in compliance with Department security standards. Researches new security construction products and recommends use as appropriate.

1 FAM 215.4 Acquisitions and Planning Office (A/FBO/AP)

(TL:ORG-62; 01-31-1995)

a. Serves as the acquisitions and long-range and strategic planning and programming staff to the Deputy Assistant Secretary.

b. In coordination with the Resource Management Office, the Operations and Post Support Office, and the Program Execution Office, is responsible for the development and management of A/FBO's strategic planning and programming processes.

c. Plans and directs the acquisition, solicitation, and award functions in support of A/FBO programs.

1 FAM 215.4-1 Planning and Programming Division (A/FBO/AP/PPD)

(TL:ORG-72; 11-25-1998)

- a. Manages the A/FBO long-range planning process.
- b. Develops plans and budget justifications for the renovation and replacement of facilities.
- c. Directs and coordinates the planning and programming of new facilities.
- d. Directs and coordinates master planning and special planning studies of facility requirements.
- e. Develops the A/FBO program plans, and integrates the program plans of other State Department offices and foreign affairs agencies into A/FBO planning.
- f. Provides assistance and guidance in the development of facility requirements.

1 FAM 215.4-2 Real Estate Division (A/FBO/AP/RE)

(TL:ORG-83; 01-17-2000)

- a. Provides real estate program management support and direction for the Department's Foreign Service posts abroad, including establishment and maintenance of current policies and regulations.
- b. Conducts negotiations for the acquisition of interest in real property through purchase, property exchange, lease, or joint venture or other innovative methods.
- c. Develops annual and long-range real property acquisition and disposal plans for office buildings, support facilities, and residential properties.
- d. Develops annual and long-range proceeds of sale projections in coordination with the Financial Management Division.
- e. Develops guidelines and procedures governing the leasing of real property abroad for publication in 6 FAM 700 and other official Department Directives.
- f. Conducts or oversees the statutorily required review of all leases with terms in excess of current policy guidelines.
- g. Prepares projections of current leasing costs and develops proposals to control them.

- h. Administers and manages the Real Estate Management System (REMS), which maintains worldwide records of the Department's foreign real property holdings, both leased and owned. As REMS program manager, compiles and analyzes all user requests for changes and develops requirements necessary for systems analysis by the Information Management Division. Serves as liaison with all user communities, plans and manages REMS implementation at foreign and domestic sites, and develops and delivers REMS training to domestic and foreign user communities.
- i. Serves as custodian of real property title files and property records for the Department's foreign real estate holdings.
- j. Continuously reviews foreign real property assets to identify property that is surplus, undeveloped, or uneconomic to retain. Develops recommendations on replacement or other disposition.
- k. Conducts analyses of international real estate market conditions and, based on findings, develops post real estate asset management programs. If necessary, negotiates required real property acquisition and disposal under such asset management programs.
- l. Conducts financial evaluations of properties *abroad* proposed for acquisition in terms of the most economical method of acquisition.
- m. Prepares real estate appraisals and other real estate valuation estimates, and reviews and/or approves such valuations prepared by contract real estate firms.

1 FAM 216 DEPUTY ASSISTANT SECRETARY FOR LOGISTICS MANAGEMENT (A/LM)

(TL:ORG-72; 11-25-1998)

- a. Reports directly to the Assistant Secretary for the Bureau of Administration (A).
- b. Directs and coordinates the activities of A/LM which includes acquisition, transportation, travel management, distribution, claims, and inventory processes on a worldwide basis.
- c. Develops and implements logistics policies and procedures.
- d. Defines business requirements for information technology in support of the logistics process.
- e. Ensures customer service as a priority in determining logistics decisions based upon their requirements.

- f. Oversees the quality of the Department's logistics operations and the implementation of new logistics processes.
- g. Ensures A Bureau coordination on logistics issues with other Department organizations and/or initiatives such as the International Cooperative Administrative Support Services Office (FMP/ICASS).
- h. Supports the Department's efforts to train employees worldwide on logistics policies and procedures.
- i. Working with A/EX/FMD, develops, prepares, and defends Logistics Management appropriations and authorization requests in the Department.
- j. Oversees the execution of exemptions and waivers to facilitate the logistics process.
- k. Chairs the Committee on Exceptions to Foreign Service Travel Regulations, which reviews, evaluates, and adjudicates individual requests for relief from strict application of existing regulations which impose hardships on employees.
- l. Provides input to the Procurement Executive (A/OPE) on procurement policy as it affects logistics management.
- m. Supports the Department's energy conservation program for equipment acquisition and management, in accordance, with relevant laws, statutes, and executive orders.

1 FAM 216.1 Customer Advocate (A/LM/ADV)

(TL:ORG-72; 11-25-1998)

- a. Reports directly to the Deputy Assistant Secretary for Logistics Management (A/LM).
- b. Develops and maintains customer focus for A/LM and advocates the needs of internal and external customers including end users of goods or services provided by A/LM, as well as its employees and managers.
- c. Monitors and evaluates customer satisfaction with existing logistics support and plans for methods to meet the evolving logistics needs of customers.
- d. Serves as liaison with Administrative Officers and General Services Officers worldwide.

1 FAM 216.2 Office of Program Management (A/LM/PMP)

(TL:ORG-72; 11-25-1998)

- a. Reports directly to the Deputy Assistant Secretary for Logistics Management (A/LM).
- b. Provide management oversight to the Logistics Policy, Business Analysis, Logistic Systems, and the Diplomatic Pouch and Mail Divisions.
- c. Drafts, reviews, and administers logistics policies for procurement, transportation, personal property, mail and pouch, and the purchase card program. Coordinates integrated policy teams composed of functional experts within and external to Logistics Management. Develops professional development standards for logistic professionals worldwide.
- d. Oversees the performance of professional business analysis in support of worldwide A/LM activities and programs. Plans and coordinates process and improvement initiatives. Develops and implements a comprehensive performance management strategy for A/LM. Oversees the Department's personal property management program.
- e. In coordination with A/EX, develops and implements a logistic system strategy. Develops detailed business requirements, performs system selection, implementation, and integration of logistic systems.
- f. Oversees the scheduling and arrangement of transportation of unaccompanied diplomatic pouches. Conducts audits and traces as needed. Dispatches and receives all unclassified diplomatic pouches, and administers domestic and international classified mail and pouch operations.

1 FAM 216.2-1 Logistics Policy and Professional Development Division (A/LM/PMP/P)

(TL:ORG-72; 11-25-1998)

- a. Provides assistance and guidance for logistics policy issues. Coordinates with all operational entities of the A/LM organization, externally related activities (i.e., A/OPE, FMP, DS, IRM), and customer representatives to draft logistics policy and procedures that are easy for customers to use.
- b. Operates a logistics policy help desk to provide guidance, determinations, and interpretations of Department of State and other Federal policy.

c. Assists in training logistics support providers worldwide, develops professional development standards for logistics disciplines, recommends job-related training for A/LM personnel, GSOs and FSNs abroad, and coordinates on-the-job training programs for logistics personnel.

d. Implements the Department's purchase card program (see 6 FAM 1200).

e. Drafts logistics publications, reviews and updates statutory authorities, and is responsible for Department reporting related to logistics.

f. Reviews and implements Federal logistics regulations. Seek waivers to existing policies and regulations to improve logistics business processes. Coordinates responses to A/LM inspection reports (i.e., GAO, OIG).

1 FAM 216.2-2 Business Analysis Division (A/LM/PMP/BA)

(TL:ORG-72; 11-25-1998)

a. Working with all A/LM managers, coordinates with A/EX staff on resource management needs related to personnel, budget, training, administrative services, and management analysis.

b. Develops and implements a comprehensive performance management strategy for A/LM. Conducts, coordinates, and evaluates performance measurement and activity based costing activities. Works with the operational units to develop business plans in support of operational activities. Coordinates and oversees compliance with the Government Performance and Results Act (GPRA) of 1993.

c. Performs benchmarking and evaluates the applicability of best practices for A/LM. Coordinates activities to evaluate, redesign, and improve logistic processes. Develops and oversees quality management programs, coordinates on-going reengineering efforts, and performs and coordinates strategic and tactical planning.

d. Researches alternative fee for services programs that may support customers and providers more efficiently. Works closely with FMP on ICASS issues.

e. Sets the internal control standards and approves systems that account for fixed asset personal property for the Department worldwide including general use administrative property and specialized program property. Provides guidance on property management operations and systems. Monitors compliance with the annual inventory certification process. Manages property utilization and disposal programs for headquarters offices in the Department.

1 FAM 216.2-3 Logistics Systems Division (A/LM/PMP/SYS)

(TL:ORG-72; 11-25-1998)

In coordination with A/EX, designs and develops logistics information systems consistent with appropriate strategic and tactical plans. Information technology will provide integrated logistics support to bureaus, offices, embassies, other posts, and serviced agencies in such functional areas as procurement, transportation, claims, warehousing, inventory and property management, and mail and pouch. Responsibilities include information systems strategy and acquisition strategy, requirements analysis, systems design, development, and integration. This is accomplished within policy guidance promulgated by the Chief Information Officer, in accordance with the Department's IRM Strategic Plan, IRM Tactical Plan, and IRM Architectural Framework.

1 FAM 216.2-4 Diplomatic Pouch and Mail Division (A/LM/PMP/DPM)

(TL:ORG-72; 11-25-1998)

- a. Responsible for the Department's unclassified pouch and mail services.
- b. Administers the domestic classified pouch and mail operations for the Department of State and prepares classified pouches for delivery abroad. (See 12 FAM 100 for DS/CIS/DC responsibilities for administering the worldwide program for deliver of classified pouches via diplomatic couriers.)
- c. Responsible for the worldwide scheduling, dispatch, transportation, auditing, and tracing of unaccompanied diplomatic pouches.
- d. Provides liaison with commercial carriers and coordinates tariffs and routing proposals for unclassified pouches. Selects originating carriers for unclassified pouch dispatches and provides advice to posts on routing unclassified pouches to the Department.
- e. Surveys the flow of mail in the system and serves as a liaison to the U.S. Postal Service and Military Postal Service Agency.
- f. Provides information and policy guidance to the foreign affairs community on effective use of both the classified and unclassified pouch and mail systems.
- g. Acts as the contractor officer representative for the Department's internal messenger system contract and the Department's mail labor contract.

h. Dispatches and receives all classified and unclassified diplomatic pouches for the Department of State.

i. Manages the Department's mail processing system which segregates mail by type (i.e., flat, parcel, or envelope, registered or unregistered), and sorts and delivers it to its final destination.

j. Serves as Department liaison to other Federal agencies and Foreign Service posts, regarding the preparation and accountability of the materials that are entered into the classified pouch system prior to dispatch to the Diplomatic Courier Service for delivery. Maintains liaison with the Diplomatic and Defense Courier services to ensure that the classified pouch dispatch coincides with scheduled courier services for delivery to Foreign Service posts worldwide.

k. Develops and coordinates plans within the Department and other U.S. Government agencies that address the requirements for routing classified mail to Department posts and offices worldwide.

1 FAM 216.3 Office of Acquisition (A/LM/AQM)

(TL:ORG-72; 11-25-1998)

a. Reports directly to the Deputy Assistant Secretary for Logistics Management (A/LM).

b. Manages, plans, and directs Department acquisition programs and conducts contract operations in support of activities worldwide. Provides a full range of professional contract management services including acquisition planning, contract negotiations, cost and price analysis, and contract administration.

c. Provides administrative support and managerial activities, many of which are mandated by statute, regulation or executive order for the organizations and employees of the Department and other Federal agencies.

d. In cooperation with the Office of Small and Disadvantaged Business Utilization (A/SDBU), ensures that a fair proportion of those acquisitions are awarded to small, disadvantaged, and women-owned businesses. The proportion is negotiated annually by A/SDBU with the Small Business Administration.

e. Provides the Department of State and A/LM with acquisition expertise, acquisition training assistance, and assistance in the development of acquisition training materials in conjunction with the Foreign Service Institute (M/FSI) for the professional development of Department employees.

f. Provides A/LM with acquisition expertise to develop policies, standards, and procedures for the implementation of worldwide contracting and business agreement activities.

g. As required by Section 20 of the Office of Federal Procurement Policy Act, has a designated procurement activity competition advocate who is also responsible for handling alternate dispute resolutions applicable to logistics operations.

1 FAM 216.3-1 Regional and Post Acquisition Agreements Division (A/LM/AQM/RAD)

(TL:ORG-72; 11-25-1998)

a. Establishes acquisition agreements for logistics requirements abroad and the Foreign Buildings Office construction requirements (except information technology) with the private and public sector. Agreements include contracts, financial assistance, and interagency agreements.

b. Has oversight and management responsibilities for the Department's Regional Procurement Support offices (RPSOs) currently located in Bonn, Miami, Singapore, and Tokyo.

1 FAM 216.3-2 Functional Bureau Acquisition Agreements Division (A/LM/AQM/FBD)

(TL:ORG-72; 11-25-1998)

Responsible for establishing acquisition agreements that include contracts, financial assistance, and interagency agreements (but that exclude information technology) for the functional bureaus within the Department.

1 FAM 216.3-3 Information Technology Acquisition Agreements Division (A/LM/AQM/INF)

(TL:ORG-72; 11-25-1998)

a. Responsible for acquisition agreements which include contracts, financial assistance and interagency agreements for information technology including domestic telecommunications and related services for bureaus and customers in the Department.

b. Responsible for ensuring that information systems and equipment are energy efficient, and for Department participation in the "Energy Star" equipment purchase program.

1 FAM 216.3-4 Contract Management Division (A/LM/AQM/CMD)

(TL:ORG-72; 11-25-1998)

- a. Responsible for contract management, vendor evaluation, and vendor sourcing processes.
- b. Maximizes the Department's commercial buying power leverage, establishes partnering agreements with vendors (both public and private), assists customer service teams with source information and vendor performance issues, and provides analysis of Department-wide activities to achieve maximum use of valuable resources.
- c. Responsible for providing support for cost and price analysis, quality assurance programs, and internal control procedures.

1 FAM 216.4 Office of Logistics Operations (A/LM/OPS)

(TL:ORG-72; 11-25-1998)

- a. Reports directly to the Deputy Assistant Secretary for Logistics Management (A/LM).
- b. Assists Department units and offices worldwide with source identification and advice for direct-to-vendor and local purchase of official supplies and equipment.
- c. Assists Department units and offices worldwide with acquisition and distribution of official supplies and equipment.
- d. Provides professional and technical guidance on transportation and travel practices.
- e. Provides regional contracting support and assistance.
- f. Manages official travel services.
- g. Manages the transportation of household effects and personally-owned vehicles between headquarters and posts abroad.
- h. Manages the storage of household effects and personally owned vehicles.
- i. Provides material management services including receipt, storage, stock management, and packing.

1 FAM 216.4-1 Washington Logistics Center (A/LM/OPS/WLC)

(TL:ORG-72; 11-25-1998)

- a. Provides headquarters logistics support to bureaus and offices in the Washington, D.C. metropolitan area and to domestic field offices.
- b. Provides advice and assistance on logistics matters to domestic offices by processing requisitions, purchase orders, and delivery requests.
- c. Coordinates, for centrally managed domestic programs, delivery of materials to locations abroad.
- d. Working with A/LM/AQM, identifies headquarters and global requirements to recommend partnering agreements to support direct-to-vendor purchases and leverage Department purchasing power.
- e. Performs materials management functions for headquarters activities including receipt and inspection, inventory management, packing, and preparation for shipment.

1 FAM 216.4-2 Transportation and Travel Management Division (A/LM/OPS/TTM)

(TL:ORG-72; 11-25-1998)

- a. Provides overall direction on Department travel and transportation practices and is the primary point of contact with industry and other U.S. Government agencies on travel and transportation at the Department of State.
- b. Arranges the packing, storage, shipment and delivery of employees' personal and household effects. Provides transportation counseling services to Department of State offices and employees, and by agreement, other Federal offices and employees.
- c. Provides professional and technical guidance on transportation matters within the A/LM organization.
- d. Directs and provides emergency transportation management and special charters and advises senior Department officials on travel and transportation operational support for international crisis management.
- e. Manages facilities for the permanent storage of household effects for State Department Foreign Service personnel.
- f. Administers the Military Personnel and Civilian Employee Claims Act of 1964, as amended.

1 FAM 216.4-3 Regional Logistics Centers Division (A/LM/OPS/RLC)

(TL:ORG-72; 11-25-1998)

- a. Provides specific logistics support for the acquisition and shipment of official supplies, services, and equipment and the movement of household effects and personally-owned vehicles to U.S. Foreign Service posts.
- b. Establishes liaison with customs, port authorities and common carriers for supported posts.
- c. Receives professional and technical guidance and oversight from A/LM/AQM on procurement matters and from A/LM/OPS/TTM on transportation matters.

1 FAM 217 THROUGH 219 UNASSIGNED

1 FAM 211 Exhibit 211.3

BUREAU OF ADMINISTRATION (A)

(TL:ORG-83; 01-17-2000)

